



Douglas M. Duncan  
County Executive

# BULLETIN

## MONTGOMERY COUNTY DEPARTMENT OF PERMITTING SERVICES

Effective November 1, 2006



Robert C. Hubbard  
Director

### SIGN VARIANCE PROCESS - CONSENT CALENDAR

Chapter 59-F-12 (the "Sign Ordinance") of the Montgomery County code gives the Department of Permitting Services ("DPS") the legislative authority to approve an application for a sign variance from certain sign requirements of Chapter 59-F, approve a sign variance on property subject to a special exception issued by the Board of Appeals under certain conditions and revoke a previously granted sign variance under certain circumstances.

For sign variances that meet the criteria in 59-F-12 of the Sign Ordinance, DPS will review the variance request and make a recommendation for approval or disapproval. For variance requests that DPS recommends approval, DPS will take the applications to the Sign Review Board on a consent calendar, provided the variance would not result in more than a 10% increase in either the area of the sign or in the height of the sign. If DPS' recommendation is to disapprove the variance request or DPS receives opposition to the variance request it will not be placed on the consent calendar and a public hearing will be held.

All sign variances will be scheduled for a public hearing by the Sign Review Board. Sign Variance hearings will be scheduled on a monthly basis. At the hearing, testimony will be taken on the reason for the variance and any witnesses in support of or in opposition to the proposed sign will be heard.

All applicants must submit a completed and signed Sign Variance application package (see attached Sign Variance Procedure Checklist). The completed Sign Variance application package must be received by the Department of Permitting Services 30 (thirty) days before the scheduled hearing date.

DPS will review the sign variance application package for completeness and inform the applicant of their findings.

Letters to owners of properties adjoining and opposite the subject property, MNCPPC and the citizen associations in the area must be mailed by the applicant 20 (twenty) days prior to the scheduled hearing date. Responses from confronting and adjacent property owners must be received by DPS 7 (seven) days prior to the scheduled hearing date.

DPS staff will identify the sign variance applications that are eligible for the consent calendar 15 (fifteen) days prior to the scheduled hearing date. The consent calendar is a list of

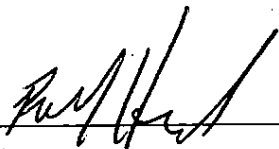
sign variance requests that have been reviewed and recommended for approval by DPS staff without a hearing.

The initial consent calendar will appear on the DPS website on the Zoning page 15 (fifteen) days prior to the scheduled hearing date.

For each Sign Review Board hearing, there will be an initial consent calendar prepared by Department of Permitting Services staff recommending approval of sign variances. If there is no opposition to a sign variance within (7) seven calendar days prior to the hearing date and the Director concludes the sign will not adversely affect the neighborhood, the sign variance will be placed on the final consent calendar and will be approved at the hearing. The sign permit will then be issued if all fees have been paid.

Opposition to a sign variance will require a public hearing before the Sign Review Board. The public may appear at the hearing and testify in opposition to the variance. Written testimony must be received by DPS (5) five calendar days prior to the hearing date. No testimony will be accepted after the Sign Review Board has approved or disapproved the sign waiver request.

Any aggrieved party who has taken an active step in showing interest to oppose the variance may appeal the decision to grant a sign variance to the Board of Appeals within 30 (thirty) calendar days after the date of the written decision.

  
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Robert Hubbard, Director

9/15/06  
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Date